

STATE OF MONTANA JOB VACANCY
An Equal Opportunity Employer
5 Page Document

Department of Transportation
Human Resources
2701 Prospect Avenue
PO Box 201001
Helena, Montana 59620-1001

July 7, 2008 **Internal/External Statewide**

| | |
|-----------------------|--|
| Position Title: | Right of Way Appraisal Review - Lead Worker |
| Position Number: | 54160086 |
| Classification Code: | 131976 |
| Work Comp Code: | 9411 |
| Bargaining Unit/Code: | MPEA/0000-8 |
| Division: | Engineering/Right-of-Way Bureau |
| Location: | Helena or Missoula* |
| Job Status: | FT/Permanent |
| Work Shift: | 7:30 AM to 4:00 PM or as assigned |
| Area Code: | 060/059060 |
| Supervisor: | Paul Brown |
| Band/Grade: | Band 6 |
| Salary: | \$52,982 Annually Salary will be set in accordance with the 020 Pay Plan Rules. |
| Supplement: | No |
| Closing Date: | August 1, 2008 |

Application Deadline

Application materials from interested Department of Transportation employees must be submitted online or received in the Human Resources office in Helena by 5:00 p.m. on the closing date.

In-state and out-of-state applications are due by 5:00 p.m. Mountain Time on the closing date. You can apply for this position online. Alternatively, you can mail a completed State Application Form (PD-25) to the address shown above or to a local Montana Job Service Workforce Center.

Please visit the MDT website at <http://www.mdt.mt.gov/jobs/> for additional employment opportunities and information.

The above position is being posted in accordance with the bargaining unit agreement.

Non-bargaining unit employees or employees of another bargaining unit may apply. If the position is not filled with a bargaining unit applicant, the non-bargaining unit applicants may be considered. However, bargaining unit applicants will have preference.

This position may qualify for reimbursement under the Moving and Relocation Expense Policy (3-0151).

*This position reports directly to the Appraisal Section Manager in Helena. The selected applicant will be given the opportunity to select whether they want to work out of the Missoula or Helena Office. If the applicant elects to work in Missoula they will be required to train in the Helena Office.

Application and Selection Process

Factors to be considered in evaluating an applicant's qualifications will include the following:

1. An evaluation of the Montana State application form (PD-25) or the MDT Application form (available on-line at www.mdt.mt.gov/jobs) (25% weight)
2. A written exam (25% weight).
3. A structured interview (50% weighting, 70% minimum passing).
4. Final Interview (optional).
5. Reference checks.

All applicants must submit the following documents by the closing date to be considered for this position. These documents will be used to evaluate your qualifications.

- * A signed and completed State of Montana Application (PD-25) or the MDT Application form (available on-line at www.mdt.mt.gov/jobs).
- * As part of the screening process applicants will be required to provide documentation of formal education and training including courses taken. They will also need to document any appraisal experience with emphasis in Eminent Domain, Before/After Partial Acquisitions. Also, the screening process will also require review of three more recent appraisal reports wherein the applicant utilized approaches to value and if applicable, any review reports that demonstrate your knowledge and use of USPAP Standard 3. When this information is provided, it is expected that any confidential information be blacked out. These materials must be submitted at the time of application.

Note: Applicant must complete ALL sections of the state application.

Failure to submit completed application materials as specified above will result in disqualification from the selection process. Late applications will be disqualified.

Transcripts If you have attended or graduated from a college, university, community college, vocational-technical, or other school beyond high school, you are encouraged to submit grade transcripts because they help determine whether or not you are qualified to continue in the selection process. If you have a masters degree, include transcripts for both your masters' and your bachelors' degrees.

If you are the successful candidate, and the position for which you applied requires a degree(s), or you used a degree to meet position qualifications, you will be REQUIRED to produce an official transcript(s), which must show the degree(s) and date(s) awarded, as a condition of employment.

Description of Position

Summary of work:

- Performs **technical reviews** of appraisal reports submitted by staff and fee appraisers.
- Develops and prepares comprehensive review reports for appraisals.

- Works directly with appraisers to obtain acceptable reports, and approves compensation to be paid for each parcel to be acquired.
- Prepares a detailed “Scope of Work” for appraisal assignments on each project as necessary and as time is available.
- Appraises more complex properties, especially those parcels with depreciation to the remainder.
- Acts as a technical advisor to staff, fee appraisers, and management.
- Develops and prepares estimates of contract appraisal service costs for negotiating contracts with fee appraisers and appraisal consultants to be hired by the Department on a contract basis.
- This position reports directly to the Appraisal/Appraisal Review Section Supervisor.

Examples of work:

- The review of each Appraisal Report requires a technical analysis of the report to assure Manual compliance, to check for application of proper appraisal techniques, and to make certain of adherence to State and Federal laws, and soundness of documentation and support.
- In reviewing an appraisal and reporting the results of that review, a review appraiser must form an opinion, in writing, as to the adequacy and appropriateness of the report being reviewed.
- It is the responsibility of the review appraiser to approve only those reports that meet minimum standards. For reports that do not meet minimum standards, it is the review appraiser’s responsibility to obtain acceptable reports that will require working with appraisers to resolve appraisal problem(s).
- Request to the appraiser for corrections and/or revisions, additional support and documentation, based on appraisal standards, policy and procedures, is a major part of this work. Occasionally when differences cannot be reconciled, it is the responsibility of the review appraiser to reject the report and/or write their own conclusions to value in accordance with Standard rules.
- A review appraiser, as a part of the appraisal staff, may be assigned the more complex appraisal assignments on any project throughout the state.
- Writing “Scope of Work” for assignments to both staff and Fee Appraisers will include giving written instructions to identify and define the appraisal problem. These instructions will aid the appraiser to identify the level of involvement required to produce an acceptable report.
- The review appraiser is responsible for counseling and advising appraisers on all matters of appraisal theories, standards, policies and practices.
- Serves as an appraisal trainer upon request.
- Other duties include, but are not limited to, property inspections, interviewing property owners, appraisal technical advisor for Legal Services, conducts special research for condemnation hearings and trials, attends and participates in engineering project field inspections, analyzes highway plans to determine the impact of proposed construction on subject and adjoining parcels, and testifies in court hearings and trials as expert appraisal witness for the State.

Job Requirements

Knowledge:

- Thorough knowledge of appraisal practices, methods and techniques including the Uniform Standards of Professional Appraisal Practice, the Uniform Appraisal Standards for Federal Land Acquisition, and the Code of Federal Regulations.
- Thorough knowledge of eminent domain practices including “before and after” appraisals, partial acquisitions, and techniques of expert testimony in court.
- Thorough knowledge of real estate law as it applies to land titles, real estate transfer documents, which includes experience with public records.
- Working knowledge of building construction materials and methods, highway engineering design and construction.

Ability: The ability to appraise all types of property under eminent domain, i.e. vacant land, subdivisions, special purpose properties, commercial and industrial; demonstrate capability to perform complex “before and after” appraisal reports where cost, income, and sales approaches are used; write extensive and complex narrative appraisal reports; and possess good communication skills, both orally and in writing.

Education and Experience: A Bachelor’s Degree in Real Estate, Business Administration, Finance, Economics, Engineering, or related field; AND three years work related experience. Internal Candidates - Two (2) of those years must include experience as a Right-of-Way Agent III with a satisfactory record of performance. External Candidates three (3) years of experience as an appraiser, including, preferably one year as an Appraiser with Eminent Domain.

- Appraiser’s General Certification in the State of Montana (in good standing, no violations), is desirable but not required. Please provide copy of Certification. A good work history and references from former employers.
- Must possess a valid Montana driver’s license at the time of employment.

The State of Montana makes reasonable accommodations for any known disability that may interfere with an applicant's ability to compete in the recruitment and selection process or an employee's ability to perform the essential duties of the job. For the State to consider any such accommodation, the applicant must make known any needed accommodation.

MDT attempts to provide accommodations for any known disability that may interfere with a person participating in any service, program or activity of the Department. Alternative accessible formats of this information will be provided upon request. For further information, call (406) 444-6331 or TTY (406) 444-7696.

In compliance with the Immigration Reform Control Act, Public Law 99-603, the successful applicant will be required to supply documentation within 3 days of hire proving that he/she is eligible to work in the United States. Examples of documentation include a social security card along with a driver's license or other picture ID, a US passport or a green card.

In accordance with the Montana compliance with military selective service act, males new to state government employment must produce documentation showing compliance with the federal military selective service act. Examples of this documentation include a registration card issued by selective service, a letter from selective service showing a person was not required to register, or information showing by a preponderance of evidence that a person's failure to register with selective service was not done knowingly or willfully.

